# How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a **File Upload** question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- How do I grade Tests & Quizzes?
- How do I give same score (e.g., 0) to all students with no submission to an assessment?
- How do I grade Tests & Quizzes submissions by student?
- How do I grade Tests & Quizzes submissions by question?

Go to Tests & Quizzes.
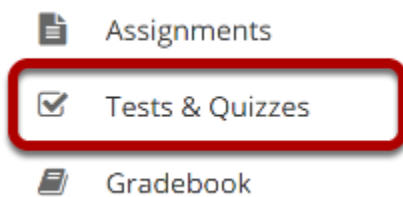
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.
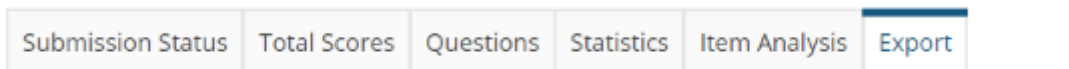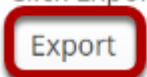
Click Export.

Total Scores: Quiz 1

| Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export |
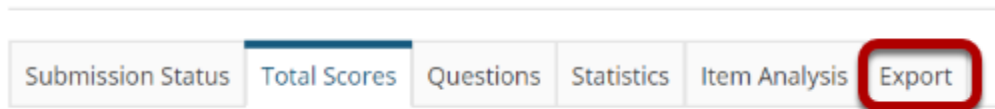
On the following screen, click Export.

Export: Quiz 1

| Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export |

Click Export to export and download all assessment responses in Excel format.

Export

Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Nar	First Nar	User Nar	Order of	Start tim	Submit t	Part 1 Sc	Part 2 Sc	Final Sc	Grader's	Part 1, Q	Part 1, Q	Part 1, Q	Part 1, Q
2	Johnson	Steven	student0:	1	17-Feb-1	17-Feb-1	4	0	4		continental shelf.	is a featureless pla		
3	Martin	Erin	student0:	1	17-Feb-1	17-Feb-1	7	1	8		continental shelf.	is a gently sloping		
4	Smith	Jeremy	student0	No submission										
5	Thompsc	Mary	student0	1	17-Feb-1	17-Feb-1	6	0	6		continental shelf.	is a gently sloping		

The resulting spreadsheet lists the students' names, user names, number of the assessment submissions (if multiple submissions were allowed), final scores, any *comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: *Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.*

Download all File Upload submissions.

Total Scores: Quiz 1

| Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export |
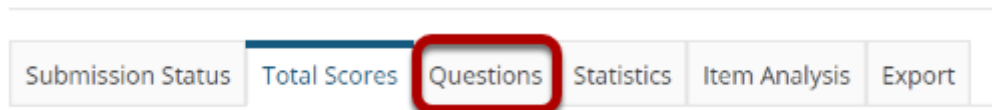
If your assessment has a [File Upload](#) question, you can download all submissions to it simultaneously (e.g., to add inline comments, or for ease of reading certain types of files from your computer).

Click on the **Questions** link in the assessment menu to access the list of questions.

Select the File Upload question.

Part 1: Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8
Part 2: Q1 | Q2 | Q3

Part 2: Question 3 - File Upload (10.0 Points)

Upload your scanned homework paper showing your work and calculations.

File: [   ] Browse   Upload

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**).

Click Download Responses.

Save and open the ZIP file.
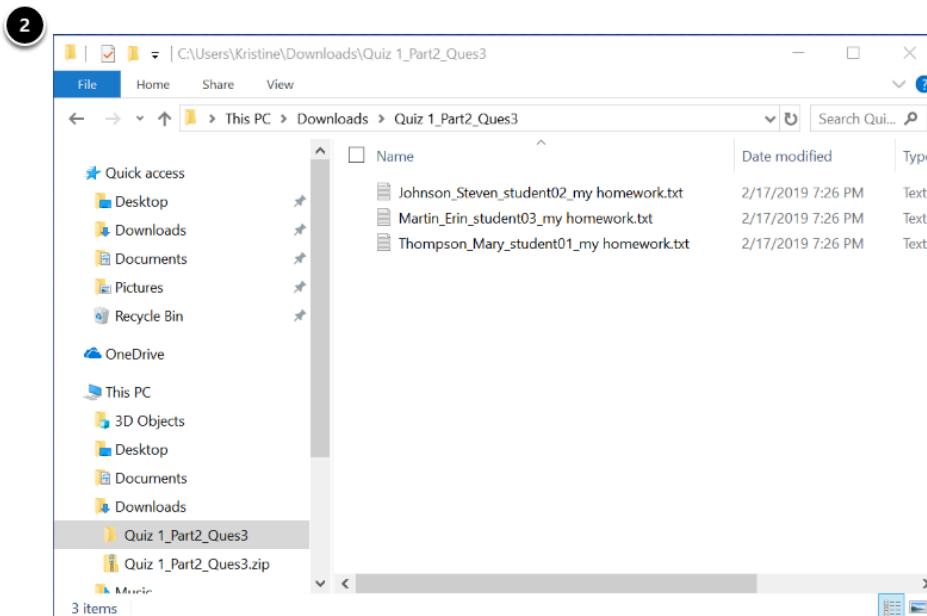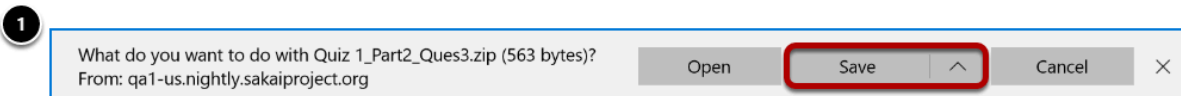
1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

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2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, the student's user name, another underscore, and the file name.